



Respiratory Protective Equipment Policy

1. Purpose

This document defines the policy for the selection, training, face fit testing, use and management of Respiratory Protective Equipment (RPE) for those employed by Compressed Air Solutions Ltd.

2. Scope and Application

This policy is applicable to all relevant CAS employees (installation, service and stores) and sub-contractors working on behalf of CAS, where applicable.

2.1. Objectives

To define the policy for the selection, use and management for RPE; in order to ensure all persons are adequately protected from respiratory hazards and CAS is compliant with UK legal requirements and recognised Approved Codes of Practice. Failure to comply with the Policy may result in exposing employees to hazardous substances, legal non-compliance and breach of CAS company policy.

RPE must be worn on any customer site where exposure cannot be reduced to acceptable safe levels through the use of Technical/Engineering or Organisational/Administrative controls.

2.2. UK Legislative Requirements

Health and Safety at Work etc Act 1974

Personal Protective Equipment at Work Regulations 1992

Control of Substances Hazardous to Health Regulations 2002

HSG53 Respiratory Protective Equipment at Work

HSE Operational Circular OC 282/28 FIT TESTING OF RESPIRATORY PROTECTIVE EQUIPMENT FACEPIECES

2.3. Abbreviations

HSE	Health and Safety Executive
RPE	Respiratory Protective Equipment
PPE	Personal Protective Equipment
FFT	Face Fit Test (FFT)



3. Responsibilities

The following groups have defined responsibilities under this policy:

3.1. Company Directors

This document is the responsibility of the company Directors. The H&S Officer is responsible for co-ordinating the Policy consultation and for review and revision where relevant.

3.2. H&S Officer

The H&S Officer is responsible for the implementation and compliance with the document. This includes:

- 3.2.1. Ensuring employees attend face fit test (where required) and comply with the face fit test rules
- 3.2.2. Ensuring employees are appropriately trained in how to wear RPE
- 3.2.3. Ensuring persons correctly wear and maintain RPE in their department/area
- 3.2.4. Taking action where employees do not comply with the RPE policy
- 3.2.5. Ensuring stock for RPE is available

3.3. All persons

All persons on site are responsible for compliance with this Policy. This includes:

- 3.3.1. Attending the face fit test and complying with the face fit test rules
- 3.3.2. Wearing RPE correctly and maintaining RPE in line with RPE training

4. Selection of RPE

All RPE is to be sourced through the H&S Officer and must meet the following conditions:

- Reason for change must be justified and consulted upon with relevant site employees
- Be trialled with consultation
- Undergo selection criteria with a PPE assessment completed
- Must provide a minimum P3 protective criteria
- RPE must be approved

An adequate stock must be held in order to ensure that agreed stock items are available at all times. The following RPE will be provided:

- B Brand BB3VD filtering face piece (FFP - disposable face masks)
- Any other disposable or re-useable half face mask as requested by employees if required

5. Training in use of RPE

Training in the use of RPE will be provided for all employees. Training will include:

- An overview of the RPE Policy
- Why staff have to wear masks
- The substances the masks can protect against
- The potential health impact of not wearing masks
- Pre-use checks required for the RPE
- The requirement to complete a face fit test
- How to correctly don a mask
- The maintenance requirements for masks
- Storage of reusable masks

5.1. Disposable face mask – see appendix 1

So HOW do I fit my mask correctly?



Edges tight? ✓

Chin snug? ✓

Nose clip shaped? ✓

Clean shaven? ✓

Straps in place? ✓

For FILTERING FACEPIECE (FFP) (disposable mask)

- ✓ Clean shaven at start of your shift
- ✓ Always check the fit before every use:
 - fit around the nose/nose clip where applicable
 - fit around the chin
 - check the position of straps
- ✓ Carry out a 'fit-check'

5.2. Reusable half face mask – see appendix 2



5.3. Use of the RPE hoods requires specific training.

6. Face Fit Testing of RPE

A Face Fit Test (FFT) is required for all persons using disposable masks or reusable half face masks. FFT are required as a poorly fitting mask does not protect the wearer and may result in exposing the wearer to hazardous substances thus defeating the purpose of wearing a mask.

6.1. RPE Face Fit Test Rules

The following rules must be complied with for the FFT:

- 6.1.1. Tests are mandatory for all employees who may be expected to wear disposable masks or reusable half face masks.
- 6.1.2. No smoking at least 15 minutes before the test
- 6.1.3. No eating or drinking 15 minutes before the test
- 6.1.4. Clean Shaven: Wearer must be clean shaven in the area where the facepiece seal touches the face. If the wearer is unable to be suitably clean-shaven for an unavoidable reason (e.g. where a beard is worn for religious reasons), then CAS



should provide the individual with a suitable alternative that does not require the individual to be clean-shaven, or if possible, make alternative arrangements so that the risk to the wearers health is either prevented or adequately controlled. This may be an alternative position in a different work area with no need to wear RPE.

- 6.1.5. During the fit test the wearer will be asked to perform simple exercises. The person conducting the fit test will explain the reasons for carrying out these exercises. If there is any medical condition that may prevent the wearer from performing the exercises then this should be brought to the attention of the fit tester and wearers manager.
- 6.1.6. Any PPE normally worn should be brought to the fit test.
- 6.1.7. No face fit test can be completed if points 6.1.1 – 6.1.4 are not complied with. Failure to do so may result in disciplinary action.
- 6.1.8. A repeat fit test will be conducted every two years; or, in the following circumstances - where the wearer:
 - 6.1.8.1. Loses or gains weight (10%);
 - 6.1.8.2. Undergoes any substantial dental work;
 - 6.1.8.3. Develops any facial changes (scars, moles, etc) around the face seal area;
 - 6.1.8.4. Note: Refresher fit testing is recommended every 5 years.

7. Use and Maintenance of RPE

The following criteria are required for the use and maintenance of RPE.

- 7.1. A pre-use check must be completed for dust masks in line with the training
- 7.2. The RPE must be correctly worn / fitted as undertaken for the face fit test. The clean-shaven rule (6.1.4) must be followed when wearing a disposal mask or reusable half face mask.
- 7.3. The correct filters must be utilised for the hazardous substances that the wearer may be exposed to.
- 7.4. Reusable RPE must be kept in a clean and functioning condition.
- 7.5. It is recommended that the continuous use of a disposal mask or reusable half face mask should not be more than one hour. The mask should be removed from the donned position every 60 minutes in a non-RPE designated area.
- 7.6. All RPE to be maintained in line with the training provided and should be stored in the correct manner.
- 7.7. Storage should be achieved in a dust free environment in a clean and tidy condition in line with the manufacturers recommendations.



Appendix 1: Disposable dust mask training

1. Overview of the Respiratory Protective Equipment (RPE) Policy

The RPE Policy defines the approach for the selection, use and management for RPE, in order to ensure all persons are adequately protected from respiratory hazards and that CAS is compliant with legal requirements and recognised Approved Codes of Practice.

The Policy is in place to avoid exposing Employees to hazardous substances, prevent legal non-compliances and breaches of CAS company policy. CAS has a legal responsibility to provide RPE where it is identified through assessment it is required. You have a legal responsibility to wear it. Failure to correctly wear RPE where require may result in disciplinary action.

2. Why we have to wear masks?

RPE masks are available to reduce exposure to hazardous substances where exposure cannot be reduced to acceptable safe levels through the use of Technical/Engineering or Organisational/Administrative controls, or for specific tasks such as emergency work or short term or infrequent exposure (for example: in the case of high monitoring results, spills or cleaning activities).

3. The substances the masks can protect against

Disposable dust masks only protect against dusts and only provide effective protection when correctly fitted and worn. They do not protect against vapours or a low oxygen environment.

4. The potential health impact of not wearing masks

This will be dependent on the hazardous substance they are protecting against. The Safety Data Sheet (SDS) for the substance provides an explanation of the health risks. Failure to wear a mask correctly or a mask that you have a fit test 'pass' with may result in exposure to the health risks – if it leaks it doesn't protect.

5. The requirement to complete a face fit test

A fit test is a legal requirement and are mandatory for all CAS employees who may be expected to wear RPE. The following fit test rules apply to ensure the test can be carried out:

- No smoking at least 15 minutes before the test, No eating or drinking 15 minutes before the test
- Clean Shaven: Wearer must be clean shaven in the area where the facepiece seal touches the face. If the wearer is unable to be suitably clean-shaven for an unavoidable reason (e.g. where a beard is worn for religious reasons), then CAS should provide a

suitable loose fitting facepiece that does not require the individual to be clean-shaven, or make alternative arrangements so that the risk to the wearers health is either prevented or adequately controlled.

- During the fit test the wearer will be asked to perform simple exercises. The person conducting the fit test will explain the reasons for carrying out these exercises. If there is any medical condition that may prevent the wearer from performing the exercises then this should be brought to the attention of the fit tester and your manager.
- Any PPE normally worn should be brought to the fit test.

6. Pre-use checks – required for the RPE

- Check the mask is clean and the seal is not damaged
- Check the straps are correctly tensioned, and the mask seals around the nose and chin
- Carry out a seal test by covering the vent and rapidly breathing in and out. If it fails the test – do not use and escalate to your manager.

7. The use and maintenance requirements for masks

Ensure that the following requirements are met:

- Discard or replace through the correct waste route if:
 - Excessive clogging or causes breathing difficulties
 - It becomes damaged or worn for over 8 hours
- Do not store in a dusty environment
- Carry out a pre-use check before re-donning
- Any problems speak to Claire Scott

8. How to correctly don a mask?

So HOW do I fit my mask correctly?



For FILTERING FACEPIECE (FFP) (disposable mask)

- ✓ Clean shaven at start of your shift
- ✓ Always check the fit before every use:
 - fit around the nose/nose clip where applicable
 - fit around the chin
 - check the position of straps
- ✓ Carry out a 'fit-check'

If the mask does not have a nose clip, gently mould the nose seal around the nose.



Appendix 2: Reusable half face mask training

1. Overview of the Respiratory Protective Equipment (RPE) Policy

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The Policy is in place to avoid exposing Employees to hazardous substances, prevent legal non-compliances and breaches of CAS company policy. CAS has a legal responsibility to provide RPE where it is identified through assessment it is required. You have a legal responsibility to wear it. Failure to correctly wear RPE where require may result in disciplinary action.

2. Why we have to wear masks?

RPE masks are available to reduce exposure to hazardous substances where exposure cannot be reduced to acceptable safe levels through the use of Technical/Engineering or Organisational/Administrative controls, or for specific tasks such as emergency work or short term or infrequent exposure (for example: in the case of high monitoring results, spills or cleaning activities).

3. The substances the masks can protect against

Reusable half face masks protect against dusts and vapours. For vapour protection they must be fitted with the appropriate class 2 vapour filters. They only provide effective protection when correctly fitted and worn. They do not protect against a low oxygen environment.

4. The potential health impact of not wearing masks

This will be dependent on the hazardous substance they are protecting against. The Material Safety Data Sheet (MSDS) for the substance provides an explanation of the health risks. Failure to wear a mask correctly or a mask that you have a fit test 'pass' with may result in exposure to the health risks – if it leaks it doesn't protect.

5. The requirement to complete a face fit test

A fit test is a legal requirement and are mandatory for all CAS employees who may be expected to wear RPE. The following fit test rules apply to ensure the test can be carried out:

- No smoking at least 15 minutes before the test, no eating or drinking 15 minutes before the test
- Clean Shaven: Wearer must be clean shaven in the area where the facepiece seal touches the face. If the wearer is unable to be suitably clean-shaven for an unavoidable reason (e.g. where a beard is worn for religious reasons), then CAS should provide a suitable loose fitting facepiece that does not require the individual to be clean-shaven, or make

alternative arrangements so that the risk to the wearers health is either prevented or adequately controlled.

- During the fit test the wearer will be asked to perform simple exercises. The person conducting the fit test will explain the reasons for carrying out these exercises. If there is any medical condition that may prevent the wearer from performing the exercises then this should be brought to the attention of the fit tester and your manager.
- Any PPE normally worn should be brought to the fit test.

6. Pre-use checks – required for the RPE

- Check the face piece for cracks, tears and dirt. Check the mask and seals are not distorted.
- Examine the inhalation valves for cracks or tears. Lift valves and seals and inspect for dirt or cracks.
- Check the straps are correctly tensioned and have the correct elasticity.
- Carry out a seal test by covering the vent and rapidly breathing in and out. If it fails the test – do not use and escalate to manager.

7. The use and maintenance requirements for masks?

Ensure that the following requirements are met:

- Wipe with a sanitising wipe after use and remove any powder contamination
- Do not store in a dusty environment – use the storage bag provided
- Carry out a pre-use check before re-donning
- Discard and replace the filters through the correct waste route if:
 - Excessive clogging or causes restricted breathing difficulty
 - Filters showing signs of signs significant contamination
 - Filters over one year old
- Any problems speak to Claire Scott

8. How to correctly don a mask?

